



CITY OF HOUSTON

Job Posting

1	cd	Applications accepted from:	ALL PERSONS INTERESTED
2		Job Classification	ADMINISTRATIVE ASSOCIATE
3		Posting Number	PN# 107173
4		Department	Department of Public Works & Engineering
5		Division	Engineering and Construction
6		Section	Engineering Branch
7			
8		Reporting Location	611 Walker*, 15 th Floor
		Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
			*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Performs professional administrative tasks related to the implementation of policies and procedures in the assigned department. Compiles data for use in a variety of reports. Assists in the development and maintenance of branch filing system. Assists as backup support in payroll management, purchasing, and archiving management. Composes, edits and types correspondence, reports, and directives for the Engineering Branch. Maintains, prepares, revises and disseminates department rules, regulations, policies, procedures and other pertinent information. Requires the ability to communicate effectively, both orally and in writing. Performs other duties as assigned.

10 **WORKING CONDITIONS**
This position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper, books, (up to 20 pound or equivalent weight) may be required.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
No experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**
Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**
Preference will be given to applicants with software experience in Microsoft Office, including Word, Excel, Access, and Powerpoint.

15 **SELECTION/SKILLS TESTS REQUIRED** None
However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidates' qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:
Salary Range - Pay Grade 13
\$824- \$1,073 Biweekly \$21,424 - \$27,898 Annually

18 **OPENING DATE** October 19, 2005

19 **CLOSING DATE** October 25, 2005

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 837-9471.

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